

CONTINUING EDUCATION COURSE TOPIC GUIDELINES
FOR BOTTLED WATER, WATER DISTRIBUTION AND WATER TREATMENT OPERATORS
Revised May 9, 2013

Continuing Education Topics	Approved for Bottled Water, Water Distribution and Water Treatment Operators
General	
Basic Computers	X
Basic Electricity for Operators	X
Basic Hydraulics	X
Geographic Info Systems (GIS)	X
Math for Operators	X
Water Chemistry	X
Water Microbiology	X
Safety	
Back Injury Prevention	NOT APPROVED
Backhoe or Forklift Operator	NOT APPROVED
Chlorine Safety	X
Confined Space	X
Electrical Hazards	X
Ergonomics	NOT APPROVED
Excavations/Trenching/Shoring	X
First-Aid/CPR/AED	NOT APPROVED
Hazard Communication/Right-to-Know	X
Lab Safety - (eyewash stations, lab reagents, etc)	NOT APPROVED
Lockout/Tagout	X
Personal Protective Equipment/Respiratory Protection	X
Safe Handling of Water Treatment Chemicals and Materials - this would include storage of chemicals, application, movement of chemicals from one area to another, and chemical quality control	X
Slips, Trips and Falls	NOT APPROVED
Spill Response	X
Traffic Control/Work Zone Safety	NOT APPROVED
Water & Blood-borne Pathogens	X
O & M Equipment	
Aeration Equipment	X
Belt Filter Presses and other Sludge Dewatering Technologies	X
Blowers and Compressors	X
Booster Pumping Stations	X
Chemical Storage/Feed Systems	X
Cross Connection/Backflow Prevention Equipment	X
Electrical Controls/SCADA	X
Flow Monitoring & Level Sensing Equipment	X
Generators/Switchgear	X
Hydraulic and Pneumatic Equipment	X
Instrumentation	X
Leak Detection	X
Cathodic Protection	X
Mechanical Process Equipment	X
Mixers	X
Motor Control Centers	X
Motors/Engines/Drives	X
Pipe, Valves, Fittings	X
Programmable Logic Controllers	X
Pumping/Lift Stations	X
Pumps	X
Stand-by/Aux/Support Equipment	X
Variable Freq Drives	X

Water Treatment Process/Quality Control	
Adsorption Processes	X
Aeration Equipment	X
Algae Control	X
Aquifer Storage & Recovery	X
Arsenic removal	X
Bacteriological Sampling Procedures	X
Basic Knowledge of Groundwater Treatment	X
Basic Knowledge of Water Treatment	X
Cation Exchange Softening	X
Chemical Precipitation Softening	X
Chemical Storage & Handling	X
Chemical Treatment	X
Coagulation & Flocculation	X
Corrosion Control	X
Cross Connection/Backflow Prevention	X
Disinfecting Water Storage Vessels	X
Drinking Water Disinfection	X
Drinking Water Standards and Rules	X
Filtration	X
Flow Measurement: Open Channel & Pipe	X
Fluoridation	X
Groundwater Basics/Aquifers	X
Intake Structures	X
Iron & Manganese Removal	X
Jar Testing	X
Membrane Processes: Filtration Modes	X
Metering	X
Nitrate Removal	X
Oxidation	X
Pesticide & Herbicide Reduction	X
Plant & Distribution Storage	X
Point of Use/Point of Entry Devices	X
Process Optimization & Upgrade	X
Residuals Disposal	X
Sampling & Lab Analysis	X
Sedimentation/Clarification	X
Surface Water Treatment	X
Taste & Odor Control	X
Water Source Treatment & Characteristics	X
Well Maintenance & Rehab	X
Well Operation (yield, drawdown)	X
Zebra Mussel Control	X
Distribution Process/Quality Control	
Aquifer Storage & Recovery	X
Chlorination	X
Corrosion Control	X
Cross Connection/Backflow	X
Dechlorination	X
Distribution Systems	X
Drinking Water Standards and Rules	X
Fire Flow Testing	X
Flushing, Pigging, and Swabbing	X
Groundwater Basics/Aquifers	X
Hydrants, Valves, Exercising Programs	X
Leak Detection/Water Audits	X
Mapping, Locating, Tracer wire	X
Metering	X
New Main & Repair Disinfection	X
Sampling & Lab Analysis	X
Service Line & Curb Box Maintenance	X

Service Line Thawing	X
Storage	X
Trenchless Technologies	X
Water Source Characteristics	X
Well Maintenance Rehabilitation	X
Well Operation (yield, drawdown)	X
Wellhead/Source Water Protection	X
Administration/Management	
Capacity, Management, O & M for Separate Systems	X
Compliance	X
Construction Inspection/Documentation/Design Build	X
Community/Public Relations/Compliant Response	X
Design Manual Development (SOPs and BMPs)	X
Emergency Response Planning & Security Training	X
Energy Efficiency/Energy Conservation at W/WW Facilities	X
Federal & State Financing Programs Related to Water Infrastructure and/or Operations	X
Finance, Budget, and Rate Setting Related to Water Infrastructure and/or Operations	X
Health & Safety Program Implementation	NOT APPROVED
Legal Issues for W/WW Utilities	NOT APPROVED
Records & Reports: Monitoring/Reporting/Records Management - Related to MORs, DMRs, CCRs, ECCRs, Cross Connection records, Internal Process Control records, Public Notification related to a water violation or BWA	X
Planning/Organization/Project Management	X
Plant Optimization: Continue Process Improvement/Sustainability/Asset Management/Statistical Process Control Techniques	X
Private Property Issues/Service Laterals	X
Problem Solving/Troubleshooting/Decision Making	X
Regs (CWA/SDWA, State & Local such as Operator Certification Requirements), NPDES Permit Requirements	X
Right-of-Way Management/Maintenance	NOT APPROVED
Risk Management	NOT APPROVED
Sanitary Surveys/Plant/System Inspections	X
Sewer Use Ordinances & Moratoriums	NOT APPROVED
SSO/CSO Reduction/Elimination (SSO/CSO)	NOT APPROVED
Supervision & Personnel Management/Communication Skills	X
Surface Water/Groundwater/Watershed Protection	X
Training/Teaching Skills	NOT APPROVED
Water Conservation	X